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TRD STAFF MEETING

7 December 1949

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Present:

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1. OSO Staff Meeting. [redacted] reported it was announced at the OSO Staff Meeting that the Security Officer of OSO would be dropped, since there is a great deal of overlapping of his duties with the functions and responsibilities of I&S. It was also brought out that in OSO there would be no medical waivers of any kind for overseas personnel. Further, [redacted] stated a medical examination should be made at the time of the initial interview with a prospective employee before any commitments are made or security clearance initiated. Another point made at this meeting was, generally speaking, OSO will not use the GS-10 rating since there is no equivalent in the P-rating.

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2. Requisitions. [redacted] announced that all requisitions should go through the Administrative Officer so that they will be prepared in the proper form and so that TRD will have adequate records.

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4. TRD T/O. Mr. [redacted] reported that the T/O was sent to the Executive last Friday and should be published very soon.

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5. Space. Although no official notification has been received, it seems likely that TRD will lose Building 14. OSO and OPC will provide space in Building K for the Assessment Unit and the cleared pool; the Executive will provide the space for the uncleared pool. [redacted] also stated that the Covert Training Branch will move downstairs in L in the near future.

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6. TRD Mail Address. It was decided that for security reasons Building [redacted] should never be given by training personnel as a mail address. If an individual does not wish to use his home address, he may use post office box [redacted] (in the case of OSO personnel) or post office box [redacted] (for OPC personnel). Mr. [redacted] will prepare a memorandum on special security procedures for TRD personnel to appear in the training guide now in preparation.

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7. Films. It was agreed that notices of movies that are to be shown in the TRD auditorium should receive wide circulation to TRD personnel. Mr. [redacted] will handle the distribution of such information.

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8. Instructors' Training Course. Mr. [REDACTED] announced that this two-week course will begin 12 December. The first week will be on a full-time basis and will deal with problems and methods of instruction; the second week, on a half-day schedule, will deal with evaluation procedures. The course is planned for new TRD instructors and is intended to be run two or three times a year.

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9. Scheduling Personnel for TRD Training Courses. Mrs. [REDACTED] explained the procedure to be followed in scheduling personnel for training. Because of the excess of requests for training over the number of slots, lists of requests for training will be sent to EXO/OSO in the case of OSO personnel and to COS/OPC for OPC personnel, for their decisions as to the priorities of such training requests. [REDACTED] further stated that new personnel will be scheduled for the basic and interim study training while not in formal training classes so that they will be under TRD control from the day of entrance on duty until they have completed all their training. The Branch Chiefs will be notified when an individual finishes one formal training course and is awaiting another, that he has been entered in the interim training.

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10. Progress of TRD personnel in Training Courses. The TRD Branch Chiefs to whom an individual is tentatively slotted should keep abreast of the progress of their personnel in the various courses so that action on re-assignment may be taken if necessary.

11. Orientation Tour. It was decided that no tour for new TRD personnel would be held this week. It was agreed, however, that one would be scheduled for next week which would include security indoctrination by Mr. [REDACTED]

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